

# HOW TO APPLY?



*All applicants applying for a position with the Virginia Indigent Defense Commission (VIDC) are required to create an online application which includes certain information. Any required information is denoted with an asterisk (\*). However, the more information you provide, the easier it will be to effectively evaluate your qualifications, skills, and abilities.*

**Step One:** Visit [www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov) and click on “CAREERS” on the left side of the page. Then select the link under the job opening section for a complete list of Virginia Indigent Defense Commission vacancies.

**Step Two:** After you have reviewed the search results for Virginia Indigent Defense Commission and have decided to apply, click on the “CREATE APPLICATION” link on the left hand side of the screen.

**Step Three:** Please select a user name and password that you will easily remember. You should write down your user name and password. You will need it to apply for other positions or check the status of your application the next time you visit the site. Begin filling out your application completely. Please remember to include as much information that will allow us to evaluate your qualifications for that job.

**Step Four:** Once you have completed your online application, you are now ready to begin your job search. After you have decided upon a position, click “APPLY FOR THIS POSTING”.

**After applying you will receive a confirmation number, please keep this information and save for your records.**

## FREQUENTLY ASKED QUESTIONS

### ***1. What if I want to submit a resume?***

You will be able to submit a resume each time you apply for a position. There will be directions that prompt you to attach your resume. ***Please note that attaching a resume does not substitute for completing the application form.***



### ***2. How do I save my application?***

You must click **SAVE AND CONTINUE TO NEXT** or **SAVE AND STAY ON THIS PAGE** to save the information you have entered. If you close your browser prior to clicking **SAVE AND CONTINUE TO NEXT** or **SAVE AND STAY ON THIS PAGE** your application and account will be saved, but you will lose the information on the last page that was not saved.

### ***3. What happens if I forget my password?***

If you have forgotten your password go to the login page. The “Login” button is on the left side of the page. Once you have reached the login page at the bottom there is a link that says “I forgot my Username/Password”. Click on the “I Forgot My Username/Password” link. If you have forgotten your Username type in your e-mail address to retrieve your Username. If you have forgotten your password type in your Username to retrieve your password. ***\*\*Please note once you establish your Username this cannot be changed\*\****

#### **For more information please contact:**

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[www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov)  
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